

Alaska Department of Revenue
Child Support Services Division

Please Reply To:

CSSD, MS 06

550 W. 7th Ave., Suite 310
Anchorage, AK 99501-6699
www.childsupport.alaska.gov

January 09,2023

SUBJECT:

Instructions for Requesting Interception of the Alaska Permanent Fund Dividend

*****NOTICE – ELECTRONIC PROCEDURES*****

Please review our website for information concerning the PFD intercept

<https://childsupport.alaska.gov/child-support-services/information/pfd-information>

Case submission requirements:

- One case at a time
- Electronically
- PDF format

**Do not send paper transmittals or orders, they will be returned.*

Send your transmittals and orders through one of the following:

1. FPLS portal electronic document exchange
2. Email to dor.cssd.pfdo@alaska.gov
3. Fax to 907-787-3321

WHAT IS THE PFD:

Every year eligible Alaskans receive a Permanent Fund Dividend (PFD). The amount of the payment has ranged from a low of \$331.40 in 1984 to a high of \$3,284 in 2022. PFD Applicants must meet the criteria as set in AS 43.23.005 and AS 43.23.008 to be eligible for the PFD. Some criteria to receive the 2023 PFD include:

- Applicant must have been a resident of Alaska prior to January 1, 2023.
- Application for the PFD must be submitted no later than midnight March 31st of 2023.
- Applicant must be a US citizen.

Alaska Child Support Services Division collects several million dollars each year from obligors who have applied for the PFD and owe child support. These funds are collected for both Interstate and Domestic cases. As the Alaska Permanent Fund Corporation will only honor withholding orders from Alaska's Child Support Services Division, utilizing the agency's services in this regard is the only way other states can collect these funds.

PURPOSE OF THE PFDO PROJECT:

With the amount of funds available for collection and the simplicity of the PFD collection process, Alaska receives a large influx of requests from other states to set up a case solely for the purpose of collecting the PFD. The Alaska Child Support Office refers to these cases as **PFDO (Permanent Fund Dividend Only)** cases. The large number of requests from other states to collect the PFD significantly impacts our agency during the months of July through October.

These instructions are intended to expedite the process to set up a PFDO case, simplify the paperwork necessary, and maximize the number of cases Alaska's Child Support Services can set up when receiving a PFDO request. With shrinking state budgets and resources at a premium, it is important all states work closely together to collect as many PFD's as possible for child support.

**Please follow the information provided so we can help you as efficiently and expeditiously as possible.*

REQUIRED DOCUMENTS AND INFORMATION:

- Child Support Enforcement Transmittal #1 with the appropriate areas completed. See the link on our website: [Example Transmittal](#)
 - Be sure to fill in the amount of debt and the period of computation.
You are only required to provide a certified month by month debt calculation if an obligor disputes the debt. Should a dispute arise, you will be contacted by Alaska and asked to provide a certified month by month debt calculation
 - *All cases must have an arrears balance of at least \$50 to qualify for this garnishment. Any requests below \$50 will be returned to you.
- A copy of the signed order or judgment. If your state previously submitted the signed order, you are not required to resubmit it unless it has been modified.
- The direct phone number of the child support contact in your state;

We should receive the following to start the case:

- ✓ Transmittal one, signed
- ✓ Client confidential sheet
- ✓ Order: if the case has not been set up
- ✓ Modified order: if a modification occurred since our last collection
- ✓ If your state is CSENet active, A CSENet transaction prior to sending the documents

OTHER IMPORTANT INFORMATION:

PFDO Transmittals:

- *Do NOT send a PFDO transmittal if there is an open case between Alaska and your state.* PFD interception is automatically pursued on full enforcement cases.
- DO NOT send a PFDO request followed by a request for FULL enforcement.
- If your state is active with Alaska on the CSENet (Child Support Enforcement Network) system, **you MUST send a CSENet transaction PRIOR to sending the required documents** (failure to send a CSENet transaction means Alaska will not be able to collect the PFD for your state)
- Indicate "PFD only" on the CSENet Transaction

Previous requests:

- States who have previously requested a PFDO collection are required to send the same information as states requesting a PFDO case for the 1st time.
- If your state has requested a PFDO case previously, be sure to provide the previous Alaska

PFDO case number on the transmittal.

**If you typically submit specific obligors every year, you may want to consider initiating those cases for full enforcement. By doing so, the case would automatically be submitted for PFD.*

Closures:

- PFDO cases will automatically be closed after the PFD has been intercepted and forwarded to your state.
- If your state has a CSENet open, you will need to send a CSENet closure using the closure reason code. Do not use miscellaneous as a closure reason.
**There is no need to send a paper closure request.*

TIMELINES:

- **05/31/2023**
 - You must provide your state's obligor data, for matching to Alaska's PFD, by the last business day of May. Please submit sooner if possible.
 - Send an e-mail to dor.cssd.itsupport@alaska.gov to let them know your matching data request file is ready on your secure server or arrange to send the file in another secure manner (see contact information below.) See our web link for the appropriate file format needed. It is critical you send your data in the format requested. Otherwise, Alaska will NOT be able to match your data to the PFD database. This means any possible PFD revenue you may have been able to collect will be lost because we cannot send you a return file with the matches.
 - It is anticipated your state will receive the return match file by 6/09/23. Once your state receives your match file back, determining which obligors qualify for the PFDO program, you may begin sending your requests to us.
(See Item 1 titled "Required Documents or Information" on how to apply for PFDO)
- **07/07/2023**
 - All requests from your state MUST be received by Alaska no later than Friday, July 07, 2023 to ensure set up and collection of the PFD. If submitted past this deadline your request will be returned to you unprocessed.

PFDO CONTACTS:

Send Transmittals to:

dor.cssd.pfdo@alaska.gov or

FAX: (907) 787.3321

Transmittal EMAIL Contact:

Samantha Jones

samantha.jones1@alaska.gov

PHONE: (907) 269-6688

Send secured matching data requests to:

Child Support Services Division

Attn: Nami Kim/MS 19 PHONE: (907)269-6989

550 W 7th Ave, Ste 310

Anchorage, AK 99501-6699

Systems EMAIL Contact:

dor.cssd.itsupport@alaska.gov

Procedure questions:

Case set up Manager: Delinda Cain, (907) 269-6837

Case set up Supervisor: Samantha Jones, (907) 269-6688,

CSENet Contact: Toscha Alexander, (907) 269-6923

Collections Contact: Toscha Alexander (907) 269-6923